Using Co:Writer

Co:Writer is designed for use with a word processor or other text application. Keeping Co:Writer with your word processor may be more convenient when beginning work.

In brief terms, Co:Writer operates in a two-application (MultiFinder) environment: Co:Writer and a word processor. Co:Writer is the active application with the word processor immediately "behind" it.

The steps are:

1 To launch Co:Writer, double click the Sample Writer icon. In addition to the Co:Writer application, it loads the main dictionary, a personal dictionary shell and a blank new words list.

2 Launch word processor.

Select *Finder* from the *Application Menu* (or click on the desktop). Double click the word processing application icon to launch it.

3 "Attach" Co:Writer to the word processing document with the wakeup key (⊞ or =).

After launching the word processor, Co:Writer is "behind" it — in a suspended state, ready for you to make it active. Bring Co:Writer to the "front" by pressing the wakeup key, ⊞ or =. This tells Co:Writer to send text to this document. Position the Co:Writer Window and the word processing window so that you can see parts of both.

4 Begin typing.

© Copyright 1992-94 Don Johnston Incorporated. All rights reserved.

Co:Writer 2.0

Installation

Co:Writer is a writing assistant with intelligent word prediction. Use it with your favorite word processor as a productivity tool.

System Requirements

To use Co:Writer 2.0, you need:

- A Macintosh with a hard drive
- System 7.0 or higher (recommended)
- 8 MB RAM (recommended); 4 MB (minimum)
- A word processor or other program that uses text

Note: The amount of RAM you need to run Co:Writer will depend on the size of your System, how much memory is required by your word processor, which Main Dictionary you choose and the type of speech feedback you desire. See Appendix C in the Co:Writer Reference manual for information on memory management.

Before You Install

Note: Before you install Co:Writer or any software files, make sure to disable any virus protection software and cancel all computer system extension files. Canceling extensions eliminates the possibility of other files or open applications interfering with installation. To cancel extensions, hold down Shift while starting up your computer (System 7 and higher).

Install Co:Writer

Find the 11-character serial number on your Co:Writer disk 1. Make a note of this number; you will need it to complete the installation.

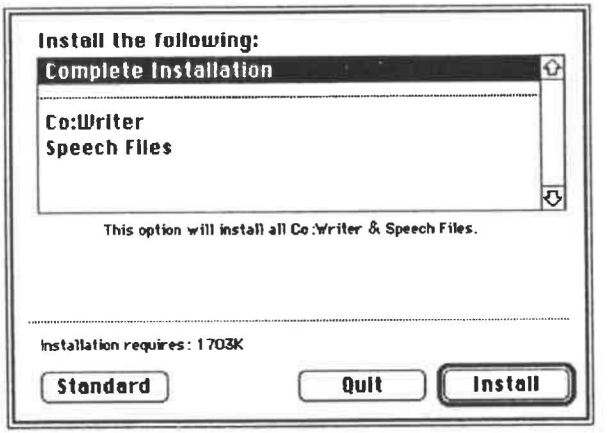
Tip: Write the serial number on the inside cover of this manual for future reference and technical support.

---

1 Insert Co:Writer disk into drive.

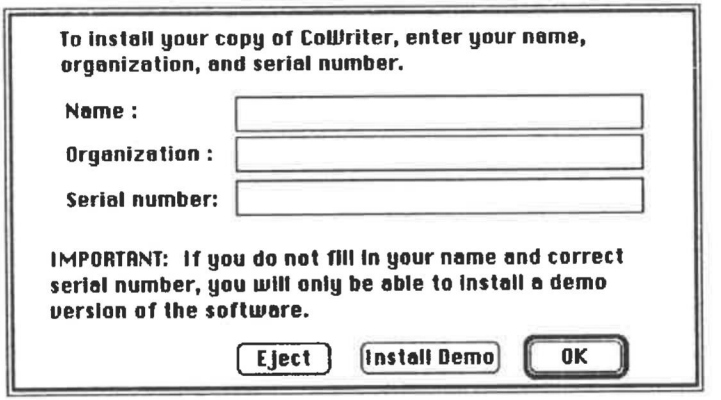
Installer - Double Click

2 Double click the Installer icon.



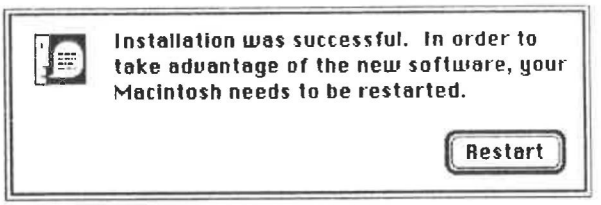
3 Follow the prompts on screen.

4 When the following screen appears...


To install your copy of CoWriter, enter your name, organization, and serial number.
Name :
Organization :
Serial number:
IMPORTANT: If you do not fill in your name and correct serial number, you will only be able to install a demo version of the software.
Eject
Install Demo
OK

...type in your name, organization and serial number. The serial number must be typed exactly as listed on your disk. Use capital letters only. The 0's are all zeros (no letter O's are used). Use your mouse pointer or Tab to move between fields.

5 Click OK when the information is complete.


Installation was successful. In order to take advantage of the new software, your Macintosh needs to be restarted.
Restart

6 Click Restart. Co:Writer is now ready to use.

What Just Happened

The Installation program creates a new folder on your hard drive called "CoWriter" which includes:

- Co:Writer
- Read Me
- four Main Dictionaries
  - Main Dictionary 0K
  - Main Dictionary 2K
  - Main Dictionary 10K
  - Main Dictionary 40K
- Sample Writer
- Sample Writer International (accepts international characters)

Other files are installed in the System folder:

- MacInTalk Voices
- DJ Speech Access (in the Extensions folder)
- Sound Manager (in the Extensions folder)
- Speech Manager (in the Extensions folder)
- DJ Preferences (folder within the Preferences folder)

Store your original disks in a safe place. These are your backup disks. Your working copy is now on your hard drive.

8 At completion, you get the following message that the installation was successful:

9 Click OK to restart your Macintosh and begin working with your new Write:OutLoud software.

What Just Happened

The installation program created a new folder on your hard drive named "Write OutLoud." It copied the Write:OutLoud files to that folder and copied the speech files to the System folder.

Preparing to Use Write:OutLoud

Write:OutLoud is an easy to use talking word processor. To begin using it:

1 Open the Write OutLoud folder.

2 Double click the Write OutLoud icon to launch the program. An untitled document appears.

3 Begin typing.

Tip: For extra convenience if you are using System 7, make an alias of the Write:OutLoud application and keep it on the desktop or other location for easy access.

© Copyright 1994 Don Johnston Incorporated. All rights reserved.

Quick Reference

Installing Write:OutLoud™

Welcome to the easy-to-use word processor that lets you see *and* hear what you type!

System Requirements

To use Write:OutLoud 2.0 you need:

- Any Macintosh with a hard drive
- System 7.0 or higher (recommended)
- 4 MB RAM (minimum) or more (recommended)
- Color monitor and color printer optional (for color features)

Installation

Note: Before you install Write:OutLoud or any software files, make sure to disable any virus protection software and cancel all computer system extension files. To cancel extensions, hold down Shift while starting up your computer.

Install Write:OutLoud 2.0

Find the 11-character serial number on your Write:OutLoud disk. Make a note of this number; you will need it to complete the installation.

Tip: Write the serial number on the inside cover of the Reference manual for future reference and technical support.

---

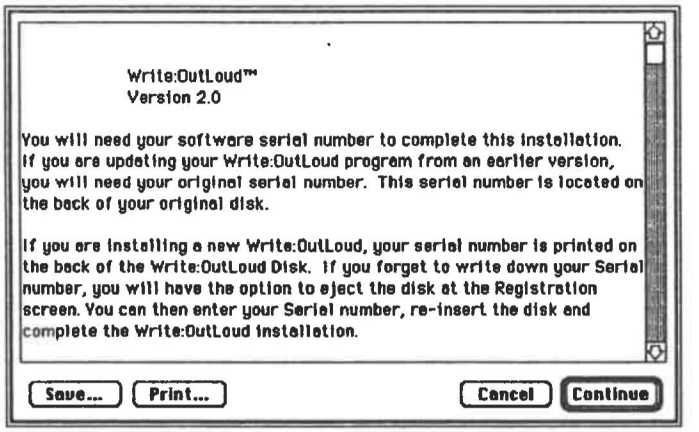
1 Insert the Write:OutLoud disk into drive.

2 Double click the Installer icon.

Installer – Double Click

3 The Installer screen appears. Click Continue.

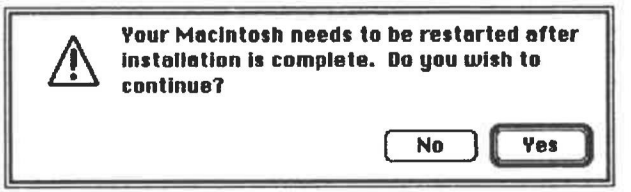
4 The Write:OutLoud Read Me file displays.


Write:OutLoud™
Version 2.0
You will need your software serial number to complete this installation. If you are updating your Write:OutLoud program from an earlier version, you will need your original serial number. This serial number is located on the back of your original disk.
If you are installing a new Write:OutLoud, your serial number is printed on the back of the Write:OutLoud Disk. If you forget to write down your Serial number, you will have the option to eject the disk at the Registration screen. You can then enter your Serial number, re-insert the disk and complete the Write:OutLoud installation.
Save...
Print...
Cancel
Continue

You can choose any of the following options:

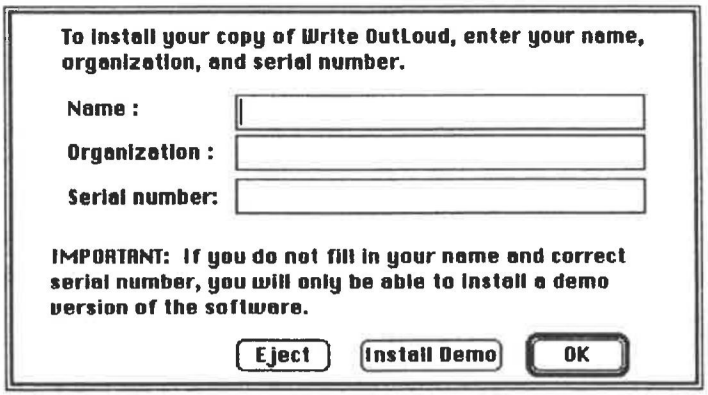
- Click Save to save a copy of this file to your hard disk.
- Click Print to print a copy of this file.
- Click Cancel to exit the Installer and return to your desktop. This cancels the Write:OutLoud 2.0 installation, leaving your hard disk untouched.
- Click Continue to proceed with the Write:OutLoud install.

5 Click Continue. The following dialog box appears.



- Click Yes to proceed.
- Click No to cancel the Write:OutLoud installation.

6 Click Yes. The registration screen is next.


To install your copy of Write OutLoud, enter your name, organization, and serial number.
Name :
Organization :
Serial number:
IMPORTANT: If you do not fill in your name and correct serial number, you will only be able to install a demo version of the software.
Eject
Install Demo
OK

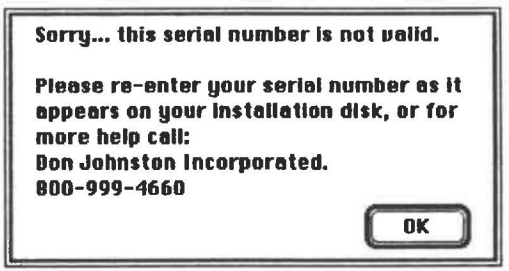
Enter your name, organization and serial number. Use the mouse pointer or Tab to move between fields. Enter the complete serial number. The serial number must be entered exactly as printed on your disk. The 0's are zeros. The letters are uppercase. There are no spaces or other characters in the serial number.

Tip: If you forgot to write down your serial number, click Eject so you can read the serial number printed on the Write:OutLoud disk.

Note: If you have not entered your serial number when you click OK, a demonstration version of Write:OutLoud will be installed on your hard disk. (See Appendix A for directions on installing and using demonstration versions.)

7 Click OK when the information is complete.

If you make a error typing the serial number, you get the following screen:


Sorry... this serial number is not valid.
Please re-enter your serial number as it appears on your installation disk, or for more help call:
Don Johnston Incorporated.
800-999-4660
OK

Text Navigation

You can use your mouse to move your cursor or select text, or use the key equivalents listed.

Moving Through Your Document

→	go to next character
←	go to previous character
Option →	go to next word
Option ←	go to previous word
Option ↓	go to next sentence
Option ↑	go to previous sentence
↓	go to next line
↑	go to previous line
⌘ ↑	go to the beginning of the file
⌘ ↓	go to the end of the file
⌘ →	go to next paragraph
⌘ ←	go to previous paragraph

Selecting Text

Shift →	select next character
Shift ←	select previous character
Shift Option →	select next word
Shift Option ←	select previous word
Shift Option ↓	select next sentence
Shift Option ↑	select previous sentence
⌘ Shift →	select next paragraph
⌘ Shift ←	select previous paragraph
Shift ↑	select next line
Shift ↓	select previous line
⌘ Shift ↑	select from beginning of file to cursor
⌘ Shift ↓	select to end of file from cursor
⌘ A	select entire document

© Copyright 1994 Don Johnston Incorporated. All rights reserved.

Quick Reference

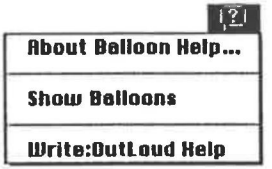
Using Write:OutLoud™

Using Write:OutLoud is easy. Most functions can be carried out with the mouse (select from the ribbon or a menu) or with key equivalents.

For more in-depth information on how the program and features work, consult the Write:OutLoud Reference manual.

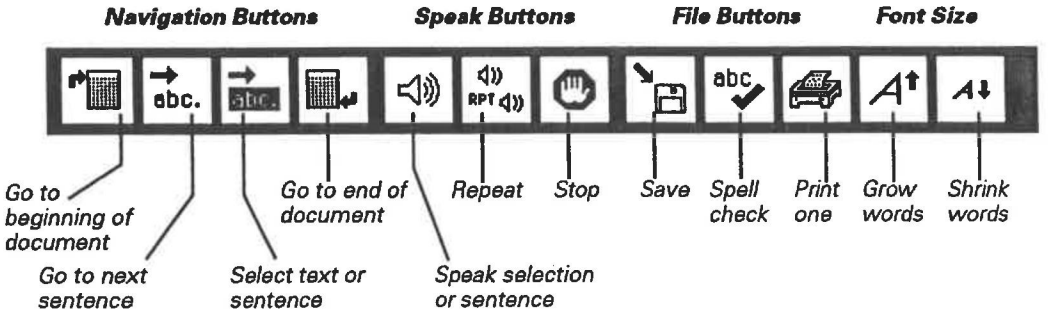
Getting Help

On-screen help is available. Choose *Write:OutLoud Help* from the *Help Menu* to view the help screens.



Using the Ribbon

Use your mouse to select these common functions from the ribbon displayed at the top of the Write:OutLoud window.



Using the Menus

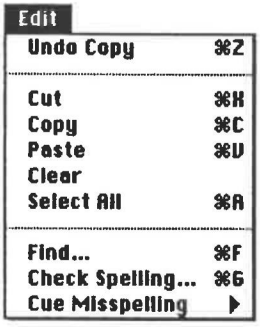
Select menu items with your mouse, or use the key equivalents listed next to the menu item to directly access the function.

File Management

The *File Menu* functions let you manage your files.

Making Changes to Text or Document

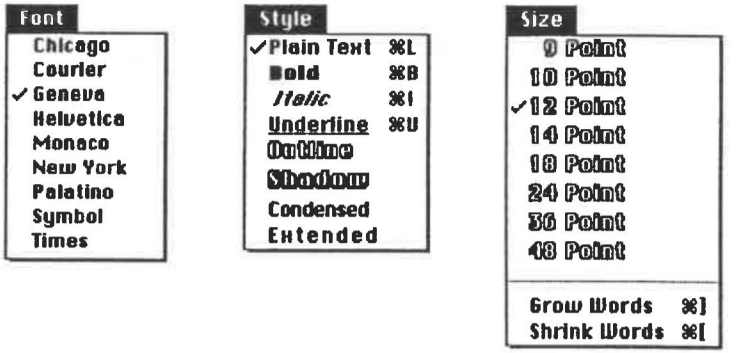
The functions in the *Edit Menu* and *Options Menu* let you make changes to your document.



Note: The *Clear* command *(Edit Menu)* can also be done from the keyboard with either Clear or Delete.

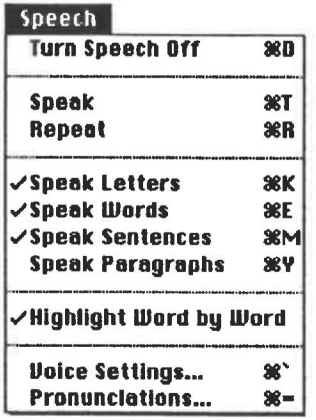
Formatting Text

Use the *Font Menu, Style Menu* and *Size Menu* to change the look and size of your text.



Speaking Text

Speaking words can be done while typing text or later by highlighting the text. Use the commands from the *Speech Menu* to set your preferences or to speak while typing.



The *Speech Menu* also lets you change voices *(Voice Settings...)* and add exceptions to the pronunciation exceptions dictionary *(Pronunciations...).*